



## Welcome to the Royal Commission on the Ancient and Historical Monuments of Scotland

If this is your first visit to RCAHMS, please pick up a **User Guide** from staff – it tells you what we do, what items we hold and how you can make use of our resources, in person and online.

### Search Room opening times

- Monday closed (pre-booked group visits only)
- Tuesday 9:30am to 5pm
- Wednesday 9:30am to 5pm
- Thursday 9:30am to 5pm
- Friday 9:30am to 5pm

### Open access items

- over 700,000 boxed photographic prints
- over 24,000 library books
- over 60 series of journals and periodicals
- over 3,700 maps

### Consulting stored items

- All visitors are encouraged to make an appointment before their visit, but drop-in visitors are welcome
- Appointments are always required for consulting the National Collection of Aerial Photography
- There is a new system for consulting stored collection items – Request Forms need to be completed for this material, up to a maximum of 10 items per request
- The retrieval of requested collection items will be at set times throughout the day: **10:30, 13:00, & 15:00**
- Staff will let you know if an item is not available for consultation for any reason

### Ordering copies

- You can order licensed copies of archive items online, either through the ORDER IMAGE link under entries in Canmore or through the order form at <http://www.rcahms.gov.uk/orderimages>
- We can supply digital images, photographic prints and same-size copies of drawings
- There is a student discount of 25% for new copying and digitisation

### Search fees

- We do not charge a fee to visitors, or for access to our online resources
- Charges are made for the copying services that we provide, for licensing images for commercial use, and for paid searches of the National Collection of Aerial Photography
- Requests to consult uncatalogued material will be treated on a case by case basis and depending on the request, a charge may apply

### Using our online resources

- There are 4 computers for viewing our online resources, 2 with double screens
- There are 4 workstations for viewing the National Collection of Aerial Photography finding aids
- We have installed free Wi-Fi in the Search Room – please ask staff for the login details

### Fire alarm testing

- Our fire alarm is tested at 11am each Wednesday (a continuous bell will sound for about 10 seconds)
- At all other times please leave the building immediately if the fire alarm sounds
- Turn left after exiting the building and gather at the fire muster point at the *Blockbusters* at the end of Bernard Terrace so that we can check that everyone has safely left the building

### Tell us how we're doing

- We aim to provide a professional and efficient service at all times and are keen to receive feedback
- If you would like to make a suggestion or complaint about our service, please speak to a member of staff or complete a Comments Form

**Do not hesitate to ask Search Room staff for help or advice.**

## SEARCH ROOM TERMS AND CONDITIONS

Your signature on entry indicates your acceptance of these terms and conditions. Access is based on your agreement. Please speak to a member of staff if you are in doubt.

### Your personal items

The following are **NOT** permitted in the Search Room. Please leave these in the ground floor lockers:

- Coats and bags
- Food, drink or tobacco
- Digital cameras, mobile phones, or iPods
- Pens – ink can stain books and drawings so please use a pencil instead

### Handling Collection items

To avoid damaging items that you are consulting:

- handle all items as carefully as possible and notify staff if you notice any damage
- make sure hands are clean and free from dirt or grease before handling items
- use pencils – staff can provide pencils if required
- do not mark items in any way
- do not lean on books, drawings, photographs or other material
- maintain the filing order of items in photograph boxes, and drawing or manuscript folders
- do not remove drawings, maps or photographs from clear polyester pockets
- be careful not to break spines on books when photocopying
- items are returned to the stores after use – please let staff know if you wish to return another day to consult the same material

### Copying and photocopying

Some items may be photocopied or laser copied – please ask a member of staff for advice, but in general:

- do not photocopy any drawings, historic photographs, aerial photographs or Print Room books
- do not trace any items or use photographic equipment, including mobile phones or scanners
- do not photocopy more than one A4 of any Ordnance Survey map

### ICT Code of Conduct

- Computers are provided for online research purposes only
- Inappropriate, offensive or illegal content must not be viewed
- Memory sticks are permitted but must be virus-checked by staff before use – personal programmes must not be opened or uploaded
- The Wi-Fi network must not be used for any illegal purpose; to issue comments, or access any forms of material, which are defamatory, obscene or abusive; to infringe RCAHMS or other content providers' copyright by illegally downloading/uploading material which is not theirs, or which they are not licensed to download/upload by the content provider

### Copyright information

- The information and images held at RCAHMS are subject to Crown Copyright or other rights and must not be copied or reproduced (including on the web), lent, sold or hired out in any way without prior permission
- Many items can be provided as copies under licence for a small payment

### Breach of Terms

If any user breaches the Terms and Conditions, we reserve the right to deny future access to the RCAHMS Search Room and its ICT systems.